Professional Regulation Commission

PETITION FOR CORRECTION OF ENTRIES/DATA

1 ½ x1 ½ PICTURE

THIS FORM IS NOT FOR SALE

TO BE ACCOMPLISHED PERSONALLY BY THE PETITIONER

I, _____, of legal age, married/single, born on _____ at _____, and a resident of _____, petitions for correction of entries/ data in the records of the Board of / for _____and the Commission.

I took and passed the examination given by the Board in _____ and was registered as *(Month and year)* **_____ with Registration Number _____dated _____.**

NAME TO APPEAR IN THE DATABASE AND ON THE IDENTIFICATION CARD

PERSONAL DETAILS	FROM	TO
LAST NAME		
FIRST NAME		
MIDDLE NAME		
DATE OF BIRTH		

The correction of data in the records of the Board and the Commission particularly refers to the:

☐ **1. Correction of Given Name / Middle Name / Surname from _____ to _____, in order to conform to the true and correct spelling of Given Name / Middle Name / Surname as registered in the City / Municipal Civil Registry of _____, as supported by all the following documents:**

- ☐ **a. Certificate of Live Birth in NSO security paper,**
- ☐ **b. Certificate of Marriage in NSO security paper (for registered married names only),**
- ☐ **c. Personal Affidavit,**
- ☐ **d. Photocopy of PRC ID**

☐ **2. Correction of Given Name / Middle Name / Surname from _____ to_____, in order to conform to the Decision of the City / Municipal Civil Registry as affirmed by the Civil Registry General correcting the Given Name / Middle Name / Surname pursuant to R. A. No. 9048, as supported by all the following documents:**

- ☐ **a. Certificate of Live Birth in NSO security paper,**
- ☐ **b. Certificate of Marriage in NSO security paper (for registered married names only),**
- ☐ **c. Personal Affidavit.**
- ☐ **d. Photocopy of PRC ID**

☐ **3. Correction of Date of Birth from _____ to _____, in order to conform to the true and correct date of birth as registered in the City / Municipal Civil Registry of _____, as supported by all the following documents:**

- ☐ **a. Certificate of Live Birth in NSO security paper,**
- ☐ **b. Certificate of Marriage in NSO security paper (for registered married names only),**
- ☐ **c. Personal Affidavit.**
- ☐ **d. Photocopy of PRC ID**

☐ **4. Correction of Given Name / Middle Name / Surname from _____ to _____, in order to conform to the true and correct spelling of Given Name / Middle Name / Surname as registered in the City / Municipal Civil Registry of _____, and the Change of Surname from _____ to _____ by reason of Marriage to _____ on _____ in _____, as supported by all the following documents:**

- ☐ **a. Certificate of Live Birth in NSO security paper,**
- ☐ **b. Certificate of Marriage in NSO security paper (for registered married names only),**
- ☐ **c. Personal Affidavit.**
- ☐ **d. Photocopy of PRC ID**

☐ **5. Correction of Given Name / Middle Name / Surname from _____ to _____, in order to conform to the Decision of the City / Municipal Civil Registry as affirmed by the Civil Registry General correcting the Given Name / Middle Name / Surname pursuant to R. A. No. 9048 and the Change of Surname from _____ to _____ by reason of Marriage to _____ on _____ in _____, as supported by all the following documents:**

- ☐ **a. Certificate of Live Birth in NSO security paper,**
- ☐ **b. Certificate of Marriage in NSO security paper (for registered married names only),**
- ☐ **c. Personal Affidavit.**
- ☐ **d. Photocopy of PRC ID**

☐ **6. Correction of Date of birth from _____ to _____, in order to conform to The true and correct date of birth as registered in the City / Municipal Civil Registry of _____, and the Change of Surname from _____ to _____ by reason of Marriage to _____ on _____ in _____, as supported by all the following documents:**

- ☐ **a. Certificate of Live Birth in NSO security paper,**
- ☐ **b. Certificate of Marriage in NSO security paper (for registered married names only),**
- ☐ **c. Personal Affidavit.**
- ☐ **d. Photocopy of PRC ID**

☐ **7. Reversion to the use of Maiden Name from _____ to _____ and her Legal Status from _____ to _____ due to Death of Spouse or Annulment of Marriage / Presumptive Death of Absent Spouse, as supported by all the following documents:**

- ☐ **a. Certificate of Live Birth in NSO security paper,**
- ☐ **b. Certificate of Death in NSO security paper (in case of death), or**
- ☐ **c. Certified True Copy of the Court's Decision (in case of annulment or presumptive death), or**
- ☐ **d. Certificate of Finality or Entry of Judgment (in case of annulment or presumptive death)**
- ☐ **e. Photocopy of PRC ID**

☐ **8. Change of Married Name to another Married Name from _____ to _____, in view of Re-Marriage due to Death of former spouse or Annulment of Marriage / Presumptive Death of Absent Spouse, as supported by all the following documents:**

- ☐ **a. Certificate of Live Birth in NSO security paper and**
- ☐ **b. Certificate of Death in NSO security paper (in case of death), or**
- ☐ **c. Certified True Copy of the Court's Decision (in case of annulment or presumptive death), or**
- ☐ **d. Certificate of Finality or Entry of Judgment (in case of annulment or presumptive death)**
- ☐ **e. Certificate of Marriage in NSO security paper (of subsequent marriage).**
- ☐ **f. Photocopy of PRC ID**

I DO HEREBY CERTIFY that the information and statements in this petition including the documents/ exhibits submitted in support thereof are all true and correct of my own knowledge; and that I am fully aware that any false information or statement in this petition, or in any of the documents/ exhibits shall hold me administratively/ criminally and / or civilly liable.

Documentary Stamp

_____
(Signature of Petitioner over Printed Name)

_____
Telephone /Cell phone Number

SUBSCRIBED and SWORN to before me this _____ day of _____ 20 ____ at _____, petitioner exhibiting to me his / her Community Tax Certificate No. _____ issued at _____ on _____.

_____
Notary Public
I. B. P. No. _____

P. T. R. No. _____

Doc. No. _____
Page No. _____
BookNo. _____
Series of 20 _____

VERIFICATION DO NOT FILL THIS PORTION	
1. REGISTRATION DIVISION (Window 27)	**2. RECORDS SECTION (Window H)**
Registered Name:	**Name in the Master List / Resolution**
Profession:	**Exam Taken/ Date/ Rating**
Date of Birth:	**Date of Birth: Verified by:**
Registration No.: **Registration Date:**	**3. Cash Division (payment of Fees)**
Year of Last Payment: **.....** **.....** **.....** **Verified and Assessed by:** **_____** **(Signature over Printed Name)**	**a. Fee:** **OR No.:_____ Date:_____** **Amount: _____** **b. Renewal / Dup. ID Fee** **OR No.: _____Date:_____** **Amount: _____** **Payment Received by:** **_____** **(Signature over Printed Name)**

PROCEDURES

1. **Fill out petition form and have it notarized.**
2. **Proceed to Registration Division (WINDOW 27, G/F Main Building for verification of registration.)**
3. **Pay fees at any of the Cashier windows and get the Official Receipt.**
4. **Proceed to Records Section (WINDOW H, G/F Annex Building) for verification of examination records.**
5. **Proceed to the WINDOW M, Customer Service Center for the documentary stamp.**
6. **Submit duly accomplished Petition Form to the REGULATIONS OFFICE, 2ND Floor, Main building together with the official receipt and other required documents/exhibits.**

NOTE: **Please bring the original NSO Documents for validation.**

You may log on to www.prc.gov.ph for the status verification of your petition